



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE ASSISTANT
3	Posting Number	PN# 106829
4	Department	Building Services Department
5	Division	Design and Construction
6	Section	N/A
7	Reporting Location	900 Bagby*
8	Workdays & Hours	M – F, 8 a.m. – 5 p.m.*
*Subject to change		
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Performs professional administrative functions related to the development and implementation of policies and procedures in the assigned department. Interprets and implements basic rules, regulations, policies and procedures in day-to-day department operations. Drafts correspondence, reports and other documents; proofs/edits documents for accuracy, content and format. Prepares periodic and special reports; compiles information and maintains department reference information. Investigates problems/potential problems by means of written and verbal communications; prepares findings and recommends solutions. Organizes inventorying, cataloging, retention and retrieval of department documents. Performs other duties as requested.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> One year of administrative experience is required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> Preference will be given to applicants with strong computer skills in Excel and Word.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <div>Salary Range – Pay Grade 17 \$992- \$1,698 Biweekly \$25,792 - \$44,148.00 Annually</div>	
18	<u>OPENING DATE</u>	September 14, 2005
19	<u>CLOSING DATE</u>	September 20, 2005
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496. An equal opportunity employer	